



Natural Resources Conservation Service
6013 Lakeside Blvd.
Indianapolis, IN 46278

July 26, 2007

INDIANA BULLETIN NO. IN 270-7-1

SUBJECT: IRM – Password Protection for Emailing MS Office and PDF Documentation

Purpose: To issue instructions on how to password protect MS Office documents and PDF documents for emailing.

Expiration Date: September 30, 2007

All documents that contain sensitive and/or private information and need to be sent through email, must be password protected. The password to access the email document should be sent through secure methods as well. This can be done by sending the password out via a separate email or over a land-line phone.

Attached are instructions on how to password protect a MS Office document (Excel, Word, Power Point) and how to password protect a PDF document.

Indiana Bulletin 120-7-2 provides examples of private data and sensitive data. Please refer to this bulletin if you need to be reminded which information should be protected.

If you have any questions concerning these instruction, please contact Elana Cass at the state office.

/s/ Jill Reinhart {Acting For}

JANE E. HARDISTY
State Conservationist

Attachment

DIST: 0